

**MINUTES OF THE SOUTHFIELD TOWNSHIP BOARD OF TRUSTEES  
MEETING HELD ON DECEMBER 13, 2016**

Supervisor Schmitt called the meeting to order at 7:30 p.m. at the Township Hall.

**ROLL CALL:**

Present: Supervisor Schmitt, Clerk Tischler, Treasurer Mooney and Trustees Nelson, O'Reilly and Scarcello

Absent: Trustee Cook

Others Present: Joseph Hlavaty, Bingham Farms

**Supervisor's Report**

Supervisor Schmitt congratulated everyone on the Election and welcomed Trustee O'Reilly to the Board.

Supervisor Schmitt reminded the Board that next month the meeting begins at 7:00 p.m. for a Budget Session.

**Clerk's Report**

Clerk Tischler commented on her participation in the State wide recount for President that took place last week noting the participation of both City and Township Clerks in the process. The recount began at noon on Monday and ran until 7:30 p.m. on Wednesday with 75 teams, made up of precinct workers, with two workers processing each precinct. Clerk Tischler added out of a little over 1,000 precincts, 667 were recounted before the Court Ordered Recount was halted. Clerk Tischler noted of those precincts recounted, Trump gained 173 votes and Clinton 139 votes.

Clerk Tischler explained the difference in vote totals was due to write in votes for someone, or a blank write in line where a Declaration of Intent to Run for Office was not filed and a straight party oval was filled in.

Clerk Tischler stated while the process made for long days and no time for breaks it offered an opportunity to see the system work and note possible places for improvement.

Clerk Tischler mentioned both the State and County Officials were rather surprised at the number of precincts which were counted and noted how the process at the County was extremely organized and streamlined.

Page 2- Board of Trustees Regular Meeting- December 13, 2016

Clerk Tischler noted that 56 dog licenses have been purchased as of today compared to 47 last year and 4 cat licenses have been issued compared to 5 last year.

Clerk Tischler stated updates for your Policies & Procedures Manual will be supplied with the next board packet.

Clerk Tischler mentioned work has begun on the 2017/18 Budget.

**Treasurer's Report**

Treasurer Mooney noted the winter tax bills went out on time and to date the Township has collected 12% of the winter taxes and has collected almost 97% of the summer taxes.

**PUBLIC COMMENTS ON ITEMS NOT CONTAINED ON THE PUBLISHED AGENDA:**

No one wished to be heard.

**APPROVAL OF AGENDA:**

**Motion** by Mooney, supported by Scarcello, the agenda be approved as presented.

**Motion** carried unanimously.

**APPROVAL OF OCTOBER 11, 2016 REGULAR MEETING MINUTES:**

Supervisor Schmitt offered the October 11, 2016 meeting minutes for approval.

Supervisor Schmitt requested on page 1, under "Supervisor's Report", third paragraph down, Last sentence after "for" change "porotype" to "prototype".

Treasurer Mooney noted on page 6 under "Comments from the Board", fifth paragraph down, first line after "and" strike "everything goes according to" and the beginning of the next line strike " plan and".

**Motion** by Nelson, supported by O'Reilly, to approve the October 11, 2016 Board meeting minutes as amended.

**Motion** carried unanimously.

**DISCUSSION AND APPROVAL OF RESOLUTION TO SET PUBLIC HEARING DATE FOR TOWNSHIP BUDGET FOR FISCAL YEAR 2017/2018:**

**Motion** by Mooney, seconded by Scarcello, the following Resolution be adopted:

The Southfield Township Board of Trustees will hold a Public Hearing with regard to the Fiscal Year 2017/2018 Township Budget on February 14, 2017 at 7:30 p.m. The Public Hearing will be held at the Township Hall located at 18550 W. Thirteen Mile Road, Southfield Township, Michigan.

**ROLL CALL:**

Ayes: Tischler, Mooney, Nelson, O'Reilly, Scarcello, Schmitt  
Nays: None  
Absent: Cook

**DISCUSSION AND POSSIBLE APPROVAL OF POVERTY INCOME GUIDELINES:**

Supervisor Schmitt commented the Township Poverty Standards Guidelines provide the potential for the Board of Review to grant property tax reductions for persons with assets less than a quarter of a million dollars, and whose income does not exceed the federal poverty income standards as of 12-31-16.

**Resolved** by Scarcello, supported by Nelson, that Southfield Township adopt, in conformity with the Federal Poverty income standards as of 12-31-16, the following income standards for its 2017 Poverty Guidelines:

<u>Size of Family Unit</u>	<u>Poverty Guidelines</u>
1	\$11,880
2	16,020
3	20,160
4	24,300
5	28,440
6	32,580
7	36,730
8	40,890
For each additional person, add	4,160

**ROLL CALL:**

Ayes: Mooney, Nelson, O'Reilly, Scarcello, Schmitt, Tischler  
Nays: None  
Absent: Cook

**DISCUSSION AND POSSIBLE APPOINTMENT OF ROSANNE CROWLEY KOSS AS AN ALTERNATE TO THE BOARD OF REVIEW:**

Supervisor Schmitt noted that Designate Board of Review alternate Luke Johnson failed to take the required oath of office.

Rosanne Crowley Koss, a Beverly Hills resident, has BOR experience in Brandon Township. Additionally, she was a Southfield Township Trustee (2012-2015), as well as a Beverly Hills council member and council president. Generally, BOR members, and alternates are appointed for two-year terms, which begin on January 1st of odd-numbered years. This appointment would be from January 1, 2017, through December 31, 2018. It would maintain our goal of having each village represented on the BOR.

**Resolved** by Mooney, supported by O'Reilly, to appoint Rosanne Crowley Koss as an Alternate to the Southfield Township Board of Review for a term running January 1, 2017 through December 31, 2018.

**ROLL CALL:**

Ayes: Nelson, O'Reilly, Scarcello, Schmitt, Tischler, Mooney  
Nays: None  
Absent: Cook

**DISCUSSION AND POSSIBLE APPOINTMENT OF JEFFREY HAUSMAN TO THE PLANNING COMMISSION:**

Supervisor Schmitt commented on the passing of Sue Eilertsen which leaves a vacancy on the Township's Planning Commission. Planning Commission members are generally appointed for three-year terms and try to balance the Commission geographically and with chronological expirations. Architect Jeffrey Hausman lives in Beverly Hills and meets both these criteria, and he is agreeable to the appointment.

**Resolved** by Schmitt, supported by Mooney, to appoint Jeffrey Hausman to the Southfield Township Planning Commission for a three-year term, expiring December 31, 2018.

**ROLL CALL:**

Ayes: O'Reilly, Scarcello, Schmitt, Tischler, Mooney, Nelson  
Nays: None  
Absent: Cook

**DISCUSSION AND POSSIBLE RE-APPOINTMENT OF BONNIE COOK TO THE PLANNING COMMISSION:**

Supervisor Schmitt noted Planning Commission members are generally appointed for three-year terms, and Bonnie's term expires this year. Bonnie Cook, who resides in Franklin Village, has been a diligent member and has agreed to accept re-appointment.

Commission members are required to have staggered terms, and this maintains the term balance.

**Resolved** by Schmitt, supported by Nelson, to re-appoint Bonnie Cook to the Southfield Township Planning Commission for a three-year term, expiring December 31, 2019.

**ROLL CALL:**

Ayes: Scarcello, Schmitt, Tischler, Mooney, Nelson, O'Reilly  
Nays: None  
Absent: Cook

**DISCUSSION AND ACCEPTANCE OF DAN NELSON'S RESIGNATION FROM THE ZONING BOARD OF APPEALS:**

Supervisor Schmitt noted the Township's Zoning Board of Appeals is required to have one Trustee on the Board at a time. Trustee Nelson has graciously offered to resign from the ZBA in favor of Trustee O' Reilly, who is also on the Board.

A motion is necessary to accept Trustee Nelson's resignation.

**Motion** by Mooney, seconded by Tischler, to accept the resignation of Trustee Nelson from the Township's Zoning Board of Appeals.

**ROLL CALL:**

Ayes: Schmitt, Tischler, Mooney, Nelson, O'Reilly, Scarcello  
Nays: None  
Absent: Cook

**DISCUSSION AND POSSIBLE APPOINTMENT OF ALBERT BEKE TO THE ZONING BOARD OF APPEALS:**

Supervisor Schmitt noted with Trustee Nelson's resignation from the Township's Zoning Board of Appeals, there is a vacancy. Al Beke who serves on the Township's Board of Review and is an election worker, has agreed to accept appointment. ZBA members are generally appointed for three-year terms. Appointing Beke to a term expiring December 2019 complies with our staggered term and village representation goals.

**Resolved** by Tischler, supported by Nelson, to appoint Albert S. Beke to the Southfield Township Zoning Board of Appeals for a three-year term, expiring December 31, 2019.

Trustee Scarcello inquired as to whether or not there was any conflict with Beke serving on the Board of Review and the Zoning Board of Appeals.

Clerk Tischler responded not at this time as ZBA meets very infrequently.

**ROLL CALL:**

Ayes: Tischler, Mooney, Nelson, O'Reilly, Scarcello, Schmitt  
Nays: None  
Absent: Cook

**DISCUSSION AND POSSIBLE RE-APPOINTMENT OF HAROLD R. MARDEROSIAN TO THE ZONING BOARD OF APPEALS:**

Harold Marderosian, a resident of the unincorporated portion of the Township has generously agreed to accept re-appointment to the Zoning Board of Appeals.

ZBA members are required to have staggered terms, and re-appointing Mr. Marderosian to the ZBA through 2019 satisfies the term and geographic balance of the Board.

**Resolved** by Schmitt, supported by Tischler, to re-appoint Harold Marderosian to the Southfield Township Zoning Board of Appeals through December 31, 2019.

**ROLL CALL:**

Ayes: Mooney, Nelson, O'Reilly, Scarcello, Schmitt, Tischler  
Nays: None  
Absent: Cook

**DISCUSSION AND POSSIBLE MOTION TO RECEIVE AND FILE COMPENSATION COMMITTEE REPORT:**

Supervisor Schmitt asked Trustee Nelson, Chair of the Compensation Committee to present the Compensation report to the Board.

Trustee Nelson reviewed the minutes of the Compensation Committee meeting making note of items reviewed in order to arrive at the committee's decision. [Draft minutes below]

DRAFT

**MINUTES OF THE SOUTHFIELD TOWNSHIP COMPENSATION COMMITTEE MEETING HELD ON DECEMBER 7, 2016**

Trustee Nelson, Committee Chair, called the meeting to order at 9:31 a.m. at the Township Hall, with the full committee in attendance.

Present: Committee Members: Trustee Nelson, Chair, Township Resident Robert Walsh, and Township Resident Jack Fahlen

Others Present: Treasurer Mooney, Recording Secretary

Nelson opened the discussion by saying the economic outlook in 2017 is unknown. The Social Security cost of living will increase by .3%. Military pay may increase by 2.1% and nationally, the average pay for non-union employees is predicted to increase around 3%.

Trustee Nelson also stated that the entire staff is dedicated to keeping costs and expenditures low while still providing excellent service.

**MOTION** by Nelson, supported by Fahlen, that the Compensation Committee recommends 3.5% salary increase to all full-time employees, 2.5% salary increase for the Supervisor, Clerk and Treasurer and no increase for the Trustees, effective April 1, 2017.

Nelson opened the floor to discussion by the Committee and audience.

Fahlen stated that he wishes it could be more.

Walsh stated that maybe next year it can be more.

Yes: Nelson, Walsh, Fahlen

No:

Motion passed unanimously.

Nelson asked if anyone from the public wished to be heard. Treasurer Mooney thanked the board and wished everyone a Merry Christmas.

There being no further business, the Chair closed the meeting at 9:42 a.m.

---

Dan Nelson, Chair

These minutes are not official. The Compensation Committee has not approved them.

Trustee Scarcello inquired if the Township has a baseline that is used to compare salaries. Trustee Scarcello understands where the percentages come from but questions if the suggested salaries are in line with other jurisdictions.

Trustee Nelson responded there are no other local jurisdictions to compare the Township to because we are very unique. Trustee Nelson added the suggested raises are based on what we feel is right.

**Motion** by Nelson, supported by Scarcello, to receive and file the Draft of the minutes of the Compensation Committee meeting, dated December 7, 2016, as the report of the committee.

**Motion** carried unanimously.

**DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION SETTING SALARY OF TOWNSHIP SUPERVISOR BEGINNING APRIL 1, 2017:**

**Resolved** by Nelson, supported by Scarcello, the following Resolution be adopted:

**WHEREAS**, pursuant to MCLA 41.95 (3), which provides that in a Township that does not hold an annual meeting, the salary for officers composing the Township Board shall be determined by the Township Board, and

**WHEREAS**, the Board of Southfield Township deems it desirable to adjust the salary of the Township Supervisor to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office, and

**WHEREAS**, the Supervisor has served the Township since 2007 and has been elected to serve the Township,

**NOW THEREFORE BE IT RESOLVED** the salary for the office of Township Supervisor for Fiscal Year 2017 is set at \$ 24,450.

**ROLL CALL:**

Ayes: Nelson, O'Reilly, Scarcello, Schmitt, Tischler, Mooney

Nays: None

Absent: Cook

**DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION SETTING SALARY OF TOWNSHIP CLERK BEGINNING APRIL 1, 2017:**

**Resolved** by Nelson, supported by O'Reilly, the following Resolution be adopted:

**WHEREAS**, pursuant to MCLA 41.95 (3), which provides that in a Township that does not hold an annual meeting, the salary for officers composing the Township Board shall be determined by the Township Board, and

**WHEREAS**, the Board of Southfield Township deems it desirable to adjust the salary of the Township Clerk to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office, and

**WHEREAS**, the Township Clerk has served the Township since 1984 and has been elected to serve the Township,



**NOW THEREFORE BE IT RESOLVED** the salary for the office of Township Clerk for the Fiscal Year 2017 is set at \$ 75,395.

**ROLL CALL:**

Ayes: O'Reilly, Scarcello, Schmitt, Tischler, Mooney, Nelson  
Nays: None  
Absent: Cook

**DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION SETTING SALARY OF TOWNSHIP TREASURER BEGINNING APRIL 1, 2017:**

**Resolved** by Nelson, supported by Schmitt, the following resolution be adopted:

**WHEREAS**, pursuant to MCLA 41.95 (3), which provides that in a Township that does not hold an annual meeting, the salary for officers composing the Township Board shall be determined by the Township Board, and

**WHEREAS**, the Board of Southfield Township deems it desirable to adjust the salary of the Township Treasurer to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office, and

**WHEREAS**, the Treasurer has served the Township since 2007 and has been elected to serve the Township,

**NOW THEREFORE BE IT RESOLVED** the salary for the office of Township Treasurer for Fiscal Year 2017 is set at \$ 61,128.

**ROLL CALL:**

Ayes: Scarcello, Schmitt, Tischler, Mooney, Nelson, O'Reilly  
Nays: None  
Absent: Cook

**DISCUSSION AND POSSIBLE APPROVAL OF OCTOBER EXPENDITURES:**

**Motion** by O'Reilly, supported by Scarcello, to approve the October expenditures as follows:

101 General Fund	\$ 41,051.81
703 Tax Fund	\$ 205,101.69
Total	\$ 246,153.50

**Motion** carried unanimously.

**DISCUSSION AND POSSIBLE APPROVAL OF NOVEMBER EXPENDITURES:**

**Motion** by Nelson, supported by O'Reilly, to approve the November expenditures as follows:

101 General Fund	\$	45,300.96
703 Tax Fund	\$	<u>199,330.20</u>
Total	\$	244,631.16

**Motion** carried unanimously.

**COMMENTS FROM THE AUDIENCE:**

No one wished to be heard.

**COMMENTS FROM THE BOARD:**

Trustee Nelson wished everyone a Happy St. Lucia Day. Trustee Nelson congratulated the Board on winning the November Election. Trustee Nelson added the Animal Control Monthly Log has some interesting entries.

Clerk Tischler wished everyone a Happy Holiday and will see everyone next year.

Treasurer Mooney wished everyone a Merry Christmas and a Happy New Year.

Trustee O'Reilly wished everyone a Merry Christmas and a Happy New Year. Trustee O'Reilly congratulated the Board on winning the November Election. Trustee O'Reilly thanked Trustee Walsh for all the contributions he made during the time he served on the Board.

Trustee Scarcello wished everyone Happy Holidays and welcomed Trustee O'Reilly to the Board.

Supervisor Schmitt adjourned the meeting at 7:48 p.m.

---

Phillip Schmitt, Supervisor

---

Sharon Tischler, Clerk